

Iowa Bus Emission Education Program (BEEP) Request for Proposals (RFP)
REPLACEMENT OF OLDEST DIESEL SCHOOL BUSES IN IOWA

A. PURPOSE

The BEEP partners (Iowa Association of School Boards, Iowa Department of Education, Iowa Department of Natural Resources, Iowa Pupil Transportation Association, and School Administrators of Iowa) are soliciting proposals from Iowa school districts for the purpose of replacing eight of Iowa's most polluting, less efficient diesel school buses (engine models from years 1981-1992) used on regular routes with new, cleaner diesel buses that meet or exceed the Environmental Protection Agency (EPA)'s engine standards for up-to-date environmental controls and safety. Eligible Iowa school districts may replace one bus with this grant.

BEEP grant funding may only be used for the purchase of the new diesel school bus at 45 percent of the cost or \$30,450, whichever is the lesser. BEEP funds may not be used to obtain other federal or state grants in the purchase of the replacement bus.

BEEP anticipates the completion of the grant process by May 31, 2010.

B. BACKGROUND

Through the use of a federal grant provided in June 2008 by U.S. EPA, Blue Skyways Collaborative Clean School Bus Program, the BEEP partners are providing funding to replace eight of Iowa's dirtiest operating school buses. The new diesel school buses are expected to have 95 percent fewer emissions.

The goals are to showcase the pollution reduction and efficiency gained by getting Iowa's oldest diesel buses out of operation. By helping school districts with financial need accomplish this and showcasing the gains made from their experience, BEEP hopes the rest of Iowa's school districts are encouraged to follow suit. In the process, BEEP will support messages to reduce all diesel and mobile source emissions to protect children's lung health and the environment.

Previously BEEP partners financed the purchase of 213 diesel oxidation catalysts (DOCs) on school buses in 33 school districts with a \$248,000 Clean School Bus USA grant awarded from the EPA in June 2006. Grant funds were also used toward the purchase of biodiesel fuel in 27 school districts. With an earlier \$250,000 EPA grant awarded in September 2004, BEEP was able to provide 335 diesel oxidation catalysts (DOCs) that were installed in 70 school districts, and support the purchase of biodiesel in three school districts.

C. PROPOSAL AND SUBMISSION REQUIREMENTS

The proposals must be organized in the manner specified below to allow for a uniform review process and adequate comparison. Proposals are due Tuesday, January 2, 2009, no later than 4:00 p.m. local time. School districts submitting proposals by mail are responsible for allowing adequate time for delivery.

1. Letter of Intent

Iowa school districts that intend to propose a school bus replacement with a BEEP grant must submit a letter to BEEP by November 1, 2008 declaring their intent. The only contents required of the Letter of Intent are the statement of intent and the school district superintendent's signature. The Letter of Intent should be mailed to: Dr. Dan Smith, Executive Director, School Administrators of Iowa, 12199 Stratford Drive in Clive, IA 50325 or faxed to (515) 267-1066, or emailed to dsmith@sai-iowa.org.

2. Letter of Application

The cover letter for the grant proposal, due January 2, 2009, should provide a brief overview of the school district's intentions for the matching grant funds and list items enclosed in the proposal. It should be signed by the school district superintendent.

3. Narrative Work Plan

Use 8.5" x 11" paper, double-spaced, using legible and easily readable font and size, with 1" margins with a maximum of 8 pages. Describe in detail the school district's need and compelling reasons for seeking the BEEP grant funds as they relate to the purpose and goals listed above. Specify the total cost of the replacement bus, the amount requested from BEEP for the purchase, and how the rest of the cost will be met. **The bus must be purchased by December 31, 2009 with the bus delivered no later than May 31, 2010.** Demonstrate how your district has shown its commitment to pollution reduction, especially idling reduction, and include any special expertise or milestones your school district has gained in these efforts. Tell what activities or programs will be implemented surrounding the purchase of the bus to educate students on air quality and mobile source pollution. Describe your method of tracking fuel and operating costs of your fleets' vehicles. Complete the eligibility requirements. Copies of specific BEEP-requested materials should be attached and will not be counted as part of the 8-page limit of the proposal.

4. Contact Information

Identify the contact person for the following activities associated with the purchase and operation of the new diesel bus: overall responsibility, bus purchase, bus idling policy, publicity and events; verification that the old bus has been scrapped, and bus fuel use and performance information. The contact person identified will be responsible for interacting with BEEP and answering questions the EPA/Blue Skyways Collaborative may have. Include name, phone, and email address.

5. Supplemental Materials

The following items must be attached to the proposal. A sample Declaration of Facts to sign and notarize on school district letterhead is available on the BEEP website at <http://www.iowadnr.gov/air/citizen/vehicle/BEEP.html> to verify items d., e. and f. The school district may submit its own documentation or similar notarized form to verify items d., e. and f.

a. A copy of the new school bus purchase quotation. This is required to make sure the new bus will meet 2007 EPA engine standards for up-to-date environmental controls and safety. The quotation shall include, at a minimum:

- time duration that the bus price is guaranteed, and
- the bus specifications, to include:
 - the model, year and make of chassis and engine,
 - pollution control devices (verified particulate filters and catalysts),
 - EPA emissions standards for the vehicle, certified emissions levels from the engine's manufacturer, and
 - bus safety features.

b. Documentation that the solicitation of bids and negotiations were carried out in conjunction with federal law 40 CFR Parts 30, 31 and 35 and state applicable regulations 281—43.25(285) (both are available from the BEEP website at <http://www.iowadnr.gov/air/citizen/vehicle/BEEP.html>) and local procurement requirements. All contracts for the purchase of diesel school buses must be conducted in a manner providing free and open competition, to the maximum extent practicable.

c. Evidence that the bus selected for replacements has an engine model from 1981-1992 and is used on a daily route.

d. Demonstrate need for BEEP grant to replace the bus, i.e. the school district would not be able to replace the old school bus without the matching grant funds.

e. Verify that the bus replacement will not occur through normal attrition of vehicles and equipment and that the new bus will not expand the school district's fleet.

f. Submit plan for disabling the replaced bus (such as drilling a hole in the block) and how that will be documented. Bus must be made inoperable by the time the new bus begins school operations.

g. Demonstrate how the school district's portion of the matching funding will be obtained and that it will be completed according to the contract with the bus supplier prior to the end of the grant period (May 31, 2010).

h. Agree to purchase the selected school bus no later than December 31, 2009.

i. Attach school district's idling reduction policy.

j. Submit an accurate record of the miles driven and fuel use for the old bus for the past 12-month period. Submit the model, year, make of chassis and engine, and its vehicle identification number. If available (not a requirement for grant consideration), pollution control devices such as verified particulate filters and catalysts on the bus, EPA emissions standards for the vehicle, certified emissions levels from the engine's manufacturer, and bus safety improvement.

k. Confirm that the number of miles driven and fuel use for the new bus will be tracked and shared with BEEP at least quarterly so that BEEP may calculate pollution emissions, efficiency of diesel bus operation, and meet its obligations for the federal grant that has made this funding opportunity available.

l. Statement that the school district will cooperate with BEEP publicity activities for the grant, including but not limited to: 1) media announcement that the school district has been awarded a BEEP grant; 2) media announcement and event for new bus arrival (after initial inspection); 3) when milestones for performance are achieved; and 4) other activities the school district implements to reduce air pollution.

m. Statement that the school district understands the ways they can be deemed ineligible for the funds even after an award has been made. The ways a school can be deemed ineligible include: inability to obtain funding for its portion of the bus purchase; refusal to disable the old bus engine; does not follow legal purchasing requirements; alters new bus with the result of an increase in air pollutant emissions and/or reduction in safety; does not implement idling reduction policy.

D. EVALUATION OF PROPOSALS

Each proposal will be evaluated by a team of BEEP partners. If there is a possibility of conflict of interest, the evaluator will be removed from the review of proposals. The committee will consider all information provided in the proposal when making its selection, therefore proposing school districts should ensure proposals are complete and accurate. BEEP reserves the right to negotiate appropriate changes in work plans after the selection and before the final award.

The criteria to be considered during the evaluation and associated points are:

- Completeness and accuracy of fulfilling RFP requirements.
- Age and condition of bus to be replaced, how many miles it is driven per year.
- Demonstrated need by school district for matching funds to purchase new school bus.
- Demonstrated school district's commitment to pollution reduction. School districts may site examples such as indoor air quality improvements, energy efficiency measures, recycling, biodiesel use, and other pollution reduction/pollution prevention/education programs.
- Create activities and programs surrounding the purchase of the bus to educate students on air quality and mobile source pollution and its effects on the Earth's life cycle and atmosphere. Activities might include, but are not be limited to:
 - Challenging delivery vehicles to reduce idling not only on school grounds, but wherever they make extended deliveries and tracking their participation.

- Creating a fundraising event wherein students may challenge themselves, their parents, grandparents, and neighbors to walk, bike, carpool, or combine car trips and put the money saved on gas into the new bus challenge fund. Teachers could show students how to do the math so they can “bill” participants for the bus fund.
 - Partnering with a business to reduce air pollution or learn about air pollution control.
- The school district’s compelling reason why it wants this grant.
 - The school district’s feasibility of its financial plan for paying its portion of the cost of the new bus.

In case of ties, preference will be given to school districts that purchase their school buses by July 6, 2009, are located in areas experiencing high counts of asthma hospitalizations, or operate in areas that occasionally exceed NAAQS attainment. The preferred locations will be determined by the most recent published state inpatient database asthma discharge tables and DNR Air Quality Bureau monitoring data for ozone and particulate matter 2.5.

An alternate school district recipient will be named in the event one of the eight selected school districts becomes ineligible for the grant.

E. WAYS TO BECOME INELIGIBLE

BEEP grant funding may only be used for the purchase of the new diesel school bus at 45 percent of the cost or \$30,450, whichever is the lesser. BEEP funds may not be used to obtain other federal or state grants in the purchase of the replacement bus.

Other ways to lose eligibility include, but are not limited to:

1. Unable to obtain school district’s share of the bus cost.
2. Does not permanently disable old bus.
3. Doesn’t follow legal purchasing requirements.
4. Alters new bus in a way that results in an increase in pollution emissions and/or reduces safety.
5. Does not implement idling reduction policy.

QUESTIONS about this RFP must be directed in writing to Dr. Dan Smith, Executive Director, School Administrators of Iowa, 12199 Stratford Drive in Clive, IA 50325 or faxed to (515) 267-1066, or emailed to dsmith@sai-iowa.org. BEEP partners will respond in writing to all substantive questions received and these answers will be posted on the BEEP website at <http://www.iowadnr.gov/air/citizen/vehicle/BEEP.html> so all applicants will have access to the same information. The deadline for written questions is Monday, December 15, 2008.

DEADLINE FOR SUBMITTING PROPOSALS: Friday, January 2, 2009, no later than 4:00 p.m. local time. Only proposals actually received and date stamped by SAI

prior to the stated time will be considered. Proposals may be emailed to dsmith@sai-iowa.org in either Word or .pdf formats. Proposals received after the 4:00 p.m. deadline will be rejected, without exception.

BEEP will notify both successful and unsuccessful school district applicants in writing and electronic mail.

TIMELINE

Proposals due to BEEP	January 2, 2009
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Notification of selected proposals	February 2, 2009
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School districts released to order new diesel bus	February 3, 2009
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Replacement bus's fuel use and miles traveled due	July 15, 2009
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School district's idling reduction policy must be in use	January 2, 2009
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Funding will be sent to school district upon notification that the bus has been delivered and has passed inspection.

Reporting dates for new bus's fuel use, miles traveled, and inspection number will be determined when school bus begins its route schedule.

Publicity events will be scheduled with selected school districts.